

SECTION 1
NOTICE OF REQUEST FOR QUALIFIED VENDOR APPLICATIONS (RFQVA)

State of Arizona
Department of Economic Security (DES or Department)
Division of Developmental Disabilities (DDD or Division)

RFQVA Number: DDD 710000

☐ **Time Limited**
☒ **Open and Continuous**

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 36-557 and rules adopted thereunder (R6-6-2101 *et seq.*), which are incorporated herein by reference, Applications for the services listed in Section 7 will be accepted by the Division at the time and manner specified below. Through this Request for Qualified Vendor Applications (“RFQVA”) the Arizona Department of Economic Security (“Department” or “DES”), Division of Developmental Disabilities (“Division” or “DDD”) will execute Qualified Vendor Agreements (“QVAs”) with providers for the provision of services.

The RFQVA is posted on the Division’s website located at:

<https://www.azdes.gov/main.aspx?menu=96&id=4792>

The hyperlink to the RFQVA may also be found on the “Help for Providers” page of the Division’s website located at

https://www.azdes.gov/developmental_disabilities/providers.aspx

Applications must be submitted electronically using the Division’s Qualified Vendor Application and Directory System (“QVADS”) as well as submitting a printable hardcopy with signatures and necessary additional documentation (see Section 3 in the QVADS and Section 9 in the RFQVA). To ensure a complete submission of the Application, please follow the instructions contained in the [*Application Submittal Checklist*](#) in the RFQVA.

Applications will be accepted from current contracted providers beginning October 1, 2010, to ensure service continuation effective January 1, 2011. Applications from previously awarded Qualified Vendors should be submitted by November 15, 2010 at 5:00 p.m. (Arizona time) in order to ensure that the application receives a priority review. Applicants new to DDD may submit Applications beginning October 1, 2010. All Applicants shall not expect to be notified about the status of an award of a QVA no sooner than sixty (60) days after the submittal of a complete Application. Services awarded pursuant to an Application will not be provided prior to January 1, 2011.

Submittal Location:

- 1. Electronic submittal is through the QVADS located on the Division’s website at:**

[https://ddd.azdes.gov/organization/ddd/legacydd/DDDVendorDirectory/\(S\(vp5l55h5ctysjzpd2ctrqi\)\)/frame_Main.aspx](https://ddd.azdes.gov/organization/ddd/legacydd/DDDVendorDirectory/(S(vp5l55h5ctysjzpd2ctrqi))/frame_Main.aspx).

The link to the QVADS is also located on the “Help for Providers” page of the Division’s website at:

<https://www.azdes.gov/ddd/DDDVendorDirectory.asp>

2. Hardcopy submittal (an electronically-generated hardcopy with original signatures and necessary documentation) is:

In person or by courier to (must request and receive a receipt):

Contract Management Unit, 4th Floor Southwest
Business Operations – Site Code 791A
Division of Developmental Disabilities
Arizona Department of Economic Security
1789 West Jefferson Street
Phoenix, Arizona 85007
(602) 542-6874

or by mail to:

Contract Management Unit
Business Operations – Site Code 791A
Division of Developmental Disabilities
Arizona Department of Economic Security
P.O. Box 6123
Phoenix, Arizona 85005

Applicants may refer to the [Qualified Vendor Application User Manual](#) for assistance in completing the Application. The manual is also located on the Division’s website at:

https://www.azdes.gov/developmental_disabilities/providers.aspx

Please note that while some of the information and the screens have been slightly modified from those displayed in the manual, the instructions remain accurate.

Persons with a disability may request a reasonable accommodation by contacting the RFQVA contact person. For TDD/TTY, please call through the Arizona Relay Service at 1-800-367-8939. Requests should be made as early as possible to allow time to arrange the accommodation.

Agreement Type: Qualified Vendor Agreement with Published Rate

Agreement Term: Maximum term is six (6) years beginning no sooner than January 1, 2011. All Agreements end on December 31, 2016. The Agreement can be terminated as specified in Section 6 of [*DES/DDD Standard Terms and Conditions for Qualified Vendors*](#).

RFQVA Contact Person (email):

DDD Contracts Manager at DDDContractsManager@azdes.gov.

DDD Procurement Manager

Date

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